



JOB DESCRIPTION

Title: Front Desk Receptionist

FLSA Status: Exempt Non-Exempt
 Non-Exempt - Part-time

Job Summary: Responsible for handling front office reception and administration duties, including greeting guests, answering phones, handling school inquiries, and sorting and distributing mail. Works in collaboration with the Principal, Assistant to the Principal, School Nurse, and Assistant Principals to support tasks associated with daily operations of the school.

Specific Responsibilities:

- Confirm student attendance electronically with teachers and follow up on discrepancies
- Greet and welcome guests in the spirit of *cura personalis*, care for the whole person
- Direct visitors to the appropriate person and office
- Answer, screen, and route incoming phone calls in professional manner
- Utilize comprehensive knowledge of school activities to assist students, parents, and employees as needed
- Receive, sort and distribute daily mail and deliveries
- Control access to administrative offices and classroom areas
- Order office supplies and maintain inventory of office supplies
- Provide operational coordination of bus routes, driver schedules and time reporting
- Perform other clerical or administrative support responsibilities, such as typing, filing, photocopying, and faxing, as assigned

- Exercise patience and professionalism while juggling a variety of tasks in this highly visible environment

Supervision Exercised:

- May coordinate activities of bus drivers or supervise students as assigned

Supervision Received (Title of Supervisor):

- Principal

Minimum Qualifications:

- At least one year of receptionist, clerical, administrative, customer service or executive support experience
- Competent in Word, Outlook, Excel, PowerPoint, other basic administrative support software

Additional Preferred Qualifications:

- Receptionist, clerical, administrative, or executive support experience in an academic environment
- Exceptional interpersonal skills
- Practicing Catholic